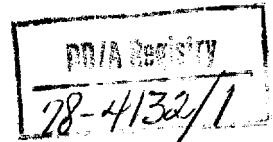


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REFS 78-3381

Approved For Release 2001/03/04 : CIA-RDP81-00142R000500070002-1

2 NOV 1978



25X1A

MEMORANDUM FOR: [REDACTED]
Chairman, Secretarial/Clerical Management
Advisory Group

FROM : F. W. M. Janney
Director of Personnel

DD/A Registry

File Personnel-15

SUBJECT : Recruitment of Secretaries and Clericals

REFERENCE : Your memo for DDA dtd 25 Oct 78, same
subject

1. In referent memorandum, paragraph 2b, you referred to the low percentage of secretaries and clericals who convert to professional status. I believe there must have been a misunderstanding in our understanding of the exact data you were requesting. You said, "A review of the first six months of 1978 shows only nine conversions to professional jobs." You suggested that I call [REDACTED] directly since she did the research on this. Ms. [REDACTED] me that she had gotten the information directly from the Statistical Reporting Branch of the Office of Personnel. A call to the Statistical Reporting Branch shows that the figure of nine conversions in the first six months of 1978 could apply to the secretarial group only. Indeed, the conversions of "secretaries and clericals" to professional status in FY 1978 total 186 (breakdown by Career Service attached). The number of conversions is a significant statistic compiled annually in the APP.

25X1A

2. Discrepancies in data made available to the management of this Agency are a major cause of misperceptions which haunt the Office of Personnel. I believe that on the basis of your memorandum the DDCI could easily conclude that there is very little conversion on an annual basis. Apart from this one point, your memorandum is most helpful and we will certainly make it available to the recruiters.

(S) [REDACTED] F. W. M. Janney

F. W. M. Janney

cc: Deputy Director of Central Intelligence
Deputy Director for Administration
Deputy Director of Personnel for
Recruitment and Placement

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from attachments.

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D/Pers/FWMJanney:rj (1 November 78)

CLERICAL (INCLUDING SECRETARIAL) CONVERSIONS
FY 1978

	<u>Secretaries</u> ⁽¹⁾	<u>Clericals</u> ⁽²⁾	<u>Total</u>
DDO ⁽³⁾	0	39	39
NFAC	11	15	26
DDS&T	3	16	19
DDA	9	84	93
E	0	8	8
U	<u>0</u>	<u>1</u>	<u>1</u>
	23	162	186

(1) Includes categories of Secretary, Secretary-Steno, Secretary-Typist.

(2) Includes categories of Clerk, Clerk-Typist, Records Clerks, Finance Clerks, IA Research Assistants, etc. (In all some 196 are clerical.)

(3) Movement in DDO is normally from Secretary to IA Research Assistant to Professional, hence the individual records of all the "clericals" would have to be searched to identify those who began as "secretaries". This is also probably true of some clerical conversions in other services.

S-E-C-R-E-T

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AS OF 30OCT78

REPORT NO. H484826RA SECRETARY CONVERSIONS TO PROFESSIONAL STATUS

CAREER SERVICE	8-8 ABOVE	13	12	11	10	09	08	7 & BELOW	07	06	05
I								1	1		
IA								1		1	
IB								1	1		
IC	2					2		1	1		
IF								2	2		
IH	2						2				
IS	1					1					
MF								2	2		
MG	1			1							
MM	1					1					
MS								3	3		
MT	1					1		1	1		
R	1				1			2	2		

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25 October 1978

MEMORANDUM FOR: Deputy Director for Administration

STATINTL FROM : [REDACTED] Chairman
Secretarial/Clerical Management Advisory Group

SUBJECT : Recruitment of Secretaries and Clericals

1. The Secretarial/Clerical Management Advisory Group recently compiled comparative data on secretarial/clerical career opportunities in CIA and selected other government agencies for possible input to the personnel handbook being drafted by DDA. We now understand that this material is not what the Office of Personnel has in mind for the publication. We are nevertheless forwarding the following to you hoping that recruiters might find it helpful in their talks with prospective employees:

a. A random sampling of five other Government agencies showed that, with the exception of the Department of State, CIA affords more opportunity to secretaries/clericals for promotion to GS-07 and above, i.e., CIA has more GS-07 and above slots than the other agencies. It should be noted,

[REDACTED]

STATINTL

b. A survey of the same five agencies in the random sampling revealed that none of the other agencies have established a career management system for secretaries/clericals. The Agency is now well on the way to doing this.

c. The benefits (especially leave policy) and security of a job with the Agency are strong enducements for employment.

d. Many secretaries/clericals will be interested in an Agency career because of the opportunity to travel abroad. The advantages of overseas service should be presented to new employees.

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SUBJECT: Recruitment of Secretaries and Clericals

2. It is equally important to apprise job candidates of the limits of their secretarial/clerical career with the CIA:

a. Secretaries and clericals may be promoted quickly to the GS-07 level and then not be able to go beyond that. If they do, it will not be quickly. A review of computer runs as of 31 July 1978 shows approximately [REDACTED] GS-07 positions in comparison with approximately [REDACTED] 08 positions. It is evident that there is very little room for advancement from GS-07 to GS-08.

STATINTL

b. A very low percentage of secretaries and clericals convert to professional status. A review of the first six months of 1978 shows only nine conversions to professional jobs. Even if this figure were doubled by the end of this year, there would be a less than one percent conversion rate.

3. The above information has led the MAG to conclude that the Agency offers the best secretarial/clerical career opportunities to job candidates interested in a career with the Government.

STATINTL

cc: Deputy Director of Central Intelligence
Deputy Director for Recruitment and Placement/OP
Director of Personnel